

Date/Time Stamp:
RECEIVED
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PUBLIC RECORDS
2018 JUL -9 PM 1:10

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- Private Sponsor(s) (list all): Cultivate the Karass (CtK)

Travel date(s): June 28-July 1, 2018

Relationship to Traveler: ☐ Spouse ☐ Child

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$121.88	\$510.00	\$218.22	\$128 (Meeting Materials)

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				


07/05/18
(Date)

RACHEL HOFF
(Printed name of traveler)

Rachel Hoff
(Signature of traveler)

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

07/05/18
(Date)


(Signature of Supervising Senator/Officer)



SATURDAY, 30 June 2018

8:00-9:00	Morning Meditation – <i>Optional</i> Walk, hike, exercise - <i>Optional</i> Breakfast
9:00-9:45	Morning Circle: Check in and Agenda Review
9:45-10:15	Vertical Leadership Development – Part I The usual approach to leadership development is <i>horizontal development</i> : adding knowledge to what we can know, and adding skills to our technical expertise. All important, and no longer sufficient: Enter <i>vertical development</i> : increasing our cognitive and meaning-making capacities in order to deal with today's complexities. It's what's needed to achieve actual interdependent collaboration across the political spectrum – the primary aim of Campfire.
10:15-10:30	Break
10:30-11:30	Vertical Leadership Development – Part II (cont.)
11:30-Noon	How's Our Democracy Doing? – Part I There has been, and continues to be, much discussion about the health of our democracy. The group will explore individual and collective analysis with an eye toward how this analysis informs the "unconference" topics the group will choose for the afternoon.
Noon-12:30	Participant-Driven Deep Dives: "Unconference Conference" Selecting Topics
12:30-1:30	Lunch
1:30-2:30	How's Our Democracy Doing? – Part II
2:30-4:00	Participant-Driven Deep Dives: the Unconference Conference – Part I
4:00-5:30	Report Back Group share-outs and discussion



SUNDAY, 1 July 2018

- 8:30--9:30 Optional Activity
Breakfast**
- 9:30-9:45 Morning Circle: Check In and Agenda Review**
- 9:45-10:30 Spectrum Exercise – Deep Dive on Current Themes**
- 10:30-10:50 Finding our “Loyal Antagonists”**
- 10:50-11:30 Walkabout – Taking CtK Into Your Worlds**
- 11:30-Noon Needs & Offers**
- Noon-1:00 Lunch**
- 1:00-2:15 Unfinished Conversations**
- 2:15-2:30 Cultivate the Karass | Overall Discussion**
- 2:30-3:00 Closing Reflections**
- 3:00 Adjourn**

CC BY-NC-SA

Name of Traveler: _____ Rachel Hoff

Travel date(s): June 28-July 1, 2018

Destination(s): Frostburg, MD

Name of accompanying family member (if any): _____

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

5/31/2018
(Date)

Ral Ho
(Signature of Employee)

I, Sen. John McCain hereby authorize Rachel Hoff
(Print Senator's/Officer's Name) *(Print Traveler's Name)*

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

5/31/2018
(Date)

John McConi
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Cultivate the Karass (CtK)
2. Description of the trip: CtK.Campfire-a 3-day leadership retreat designed to engage participants in deep conversation and build a community that fosters non-partisan collaboration. See Attach A, para 1&2.
3. Dates of travel: June 28 to July 1, 2018
4. Place of travel: Frostburg, Maryland
5. Name and title of Senate invitees: Rachel Hoff, Comms Dir/Policy Advisor, Armed Services Committee
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Cultivate the Karass is the sole sponsor of the trip and it is organized and conducted by CtK staff.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CtK focuses on fostering transpartisan collaborative engagement to build a better democracy and a stronger society. CtK.Campfire brings together individuals with different backgrounds and gives them a voice and vehicle to work across disciplines, both in and out of government. See Attach A, para 3.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Cultivate the Karass has sponsored one trip for a Senate staff member to attend a CtK.Campfire Retreat in April 2018.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CtK has conducted sessions at various conferences and universities, incl. the Harvard Kennedy School

and U.Chicago Institute of Politics, both for college students. In 2017, CtK/Lori Collins spoke at the

Personal Democracy Forum in NYC. CtK.Campfire is a leadership retreat held 3-4 times/year.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Round Trip car service from DC to Frostburg, MD - \$400	\$510 for 3 nights;	\$230	\$110
<input type="checkbox"/> Actual Amounts			Th pm - snack; F/Sat - 3 meals; Sun - B, L	Meeting materials, (e.g. learning journal, notecards)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

CtK.Campfire is organized without regard to congressional participation.

18. Reason for selecting the location of the event or trip

Frostburg, located in Allegany County Maryland, is selected for its location in the mountains, tranquil atmosphere, and is "off the grid".

19. Name and location of hotel or other lodging facility:

Savage River Lodge, 1600 Mt. Aetna Road, Frostburg, MD 21532

20. Reason(s) for selecting hotel or other lodging facility:

Savage River Lodge is self-contained, surrounded by 700 acres of State Forest land. It is an "off the grid" setting and is excellent for in-depth conversation/discussion and reflection. See Attachment A, para 4.



Paragraph 1:

Paragraph 2:

Influencers of influencers, in a position of significant impact, with an
Exceptional record of achievement in social enterprise, politics, technology and related fields
Driven by public service and eager to understand and be challenged by people whose values and
ideology are opposed to their own
Comfortable with adversarial debates and unpredictable situations
Willing to be brutally honest, brutally kind, open and vulnerable
Known for balancing confidence with humility, and conviction with curiosity
Eager to embark on this risky and demanding quest—the intellectual equivalent of a 3-day
mountain ascent.

The June CtK.Campfire cohort of confirmed attendees is a diverse group in terms of political views, race, gender, socio-economics and geographic location. Confirmed attendees are from both major political parties and an independent, and they work in the non-profit, corporate, policy and academic arenas.

Savage River Lodge is selected for Ctk.Campfire because there are no other meeting facilities with similar accommodations in a rural setting within reasonable proximity to Washington D.C. Savage River Lodge meets the criteria for all participants to be on-site in order to maximize the benefits from the training and relationship building.

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Lori Brewer Collins
President and Founder
Cultivate the Karass
lori@cultivatethekarass.org
615.554.3677

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For

Frostburg, Maryland

3:30-6:30 pm	Car Service: Downtown DC to Savage River Lodge, Frostburg Maryland
6:30-8:30 pm	Attendees arrive/check-in at Savage River Lodge
7-10 pm	Welcome Reception - Snacks, Light food available
10:15 pm	Lights out!

All conference sessions are co-facilitated by **Lori Brewer Collins** and **Bill Potapchuk**. Ms. Collins is President and Founder of Cultivate the Karass. Bill Potapchuk is President and founder of the Community Building Institute (CBI) which works to strengthen the capacity of communities and organizations to conduct public business inclusively, collaboratively, and effectively with the goal of building healthy, sustainable and equitable futures.

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FRIDAY, 29 June 2018

8:00-9:00	Breakfast
9:00-10:15	Opening Circle: <i>Set tone/expectations for the retreat</i> <i>(Lori Brewer Collins and Bill Potapchuk, Co-facilitators)</i> <ul style="list-style-type: none">• Welcome, Thank you• Learning Journals• Purpose/Opening• Ground rules• Agenda preview• Logistics• Opening circle: check-in
10:15-10:30	Break
10:30-11:45	Establishing Connections: Life Line Exercise <p>Getting to “Who You Are” and Getting Past What You “Do” Participants share Personal Stories – to establish relationships as individuals vs. their professional personae; a foundation for the rest of the conference.</p>
11:45-12:15	Difficult Conversations Unlikely Relationships – Part I Introduction <p>Working effectively across and with differences is a hallmark of sustainable politics. In this deep dive, work individually, in trios, and together to better understand how to be more effective in contentious contexts. In this session, the group will also take its first foray into the idea of “loyal antagonists.”</p>
12:15-1:15	Lunch – group dines together
1:15-2:30	Difficult Conversations Unlikely Relationships – Part II <p>Continue exploring the concept of “loyal antagonists” in small groups (3 or 4 persons) where there are 3 dyad consultations each accompanied by a loyal antagonist.</p>
2:30-2:45	Break
2:45-3:30	Difficult Conversations Unlikely Relationships – Part III <p>Plenary debrief that blends extracting observations and lessons, Ethics in America (amping up the presented challenge with another layer of challenge/difficulty), and peer consultations in the room (what advice would you have for _____?)</p>



- 3:30-4:30 **Walkabout**
- Participants will engage in small group discussion. There is the opportunity to explore the Lodge property, or find a quiet corner, to talk in-depth in 2s or 3s with individuals you don't know.
- Participants are to:
- Consider an issue where they are passionate and have strongly held beliefs, and to share their views/opinions with their discussion group partners.
 - Consider what someone who disagrees with you thinks.
 - Consider and explore how you could start a conversation/discussion with that person.
- 4:30-5:00 **Reflections on Day One | Preview of Day Two**
- Standard debrief/feedback on the sessions of the day.
- Seed conversation on Unconference Conference that is a major part of the agenda for day two.
- An "unconference" creates a forum for learning from one's peers, with much interaction and discussion. It is structured and led by the people attending it, with discussion leaders providing moderation and structure for participants.
- Make announcement about Campfire topic
- 5:00-5:30 **Free Time**
- Team/Small group debrief
- 5:30-6:30 **Informal Social Gathering**
- 6:30-7:45 **Dinner – group dines together**
- 7:45-11:00 **.Campfire**
- Campfire Discussion: *What does it mean to be an American?*



SATURDAY, 30 June 2018

8:00-9:00 **Morning Meditation – *Optional***
Walk, hike, exercise - *Optional*
Breakfast

9:00-9:45 Morning Circle: Check in and Agenda Review

Reflections and Highlights from Friday's sessions

Around the room introductions of participants (name, affiliation, most proud of?)

9:45-10:15 Vertical Leadership Development – Part I

The usual approach to leadership development is “Horizontal Development”: adding knowledge, skills, and competencies. It’s about what you *know*, and is measured with 360-feedback assessments. Leaders, however, are challenged with problems that are no longer solvable by relying on individual know-how – the world has become far more complex than what Horizontal Development can offer on its own.

Self-Assessment:

Here we explore how we each make meaning of the world around us, individually and collectively, and recognize how this affects the way we approach the complexities of our lives, and how we lead others.

Tool: Transformation & Catalyst Metaphor Cards

- Explore and assess Past- to Current- Self
- How I got from here to there
- Envision future, more evolved Self
- Anticipated catalysts: what do I think will help me most getting from here to there

10:15-10:30	Break
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10:30-11:30 Vertical Leadership Development – Part II (cont.)

Vertical Development: thinking and working in more complex systemic, strategic, and interdependent ways. The aim is for each participant to better know their developmental starting point and how to increase their capacity for paradox and complexity.

11:30-Noon How's Our Democracy Doing? -- Part I

There has been, and continues to be, much discussion about the health of our democracy. The group will explore individual and collective analysis with an eye toward how this analysis can inform the Unconference Conference.



SUNDAY, 1 July 2018

8:30--9:30	Optional Activity Breakfast
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9:30-9:45 Morning Circle: Check In and Agenda Review

Check in
Review of Campfire discussions
Highlights, challenges, lessons learned and suggestions for changes from Saturday

9:45-10:30 Spectrum Exercise – Deep Dive on Current Themes

Discussion of 5-6 questions generated by the participants from Saturday's Unconference Plenary/large group discussion to explore these questions which encompass a wide range of topics (in the past topics have included prison reform, gun control, education and health care)

Co-facilitators will remind and encourage participants to practice the ground rules for civil discussion as topics become increasingly challenging and polarizing.

10:30-10:50 Finding our “Loyal Antagonists”

Discuss what it means to implement the idea of loyal antagonists with a space for individuals to connect with each other and make commitments.
Give people time to talk through who are their “loyal antagonists” outside this room.
Seed conversation about how best to make the connection outside the retreat.

10:50-11:30 A Loyal Antagonists Walk About

Participants will engage in small group, or one-on-one, discussion. There is the opportunity to explore the Lodge property, or find a quiet corner, to talk in-depth on a topic.

Time to connect within and across political perspectives and put into practice the rules for civil discussion with the other person.

Participants exchange and share advice/ideas on best practices from their new network of friends.

11:50-1:00 **Lunch** – group dines together

1:00-2:15 Unfinished Conversations:

Another opportunity at Campfire for participants to complete an unfinished discussion or start a new conversation on lingering topics.



2:15-2:30 Cultivate the Karass | Discussion

CtK.Campfire is just the base of the foundation of newly formed partnerships. The participants will explore/discuss how to continue to practice the communications and leadership strategies learned during Campfire, and how they can continue to use these skills and the relationships they developed to tackle other issues and challenges.

2:30-3:00	Closing Reflections
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A time to honor one another and the group's time together as CtK.Campfire is officially closed. Participants may share how CtK.Campfire has already made an impact on each person, whether through an unexpected connection with a fellow participant or other discovery of themselves.

3:00 **Adjourn**
Attendees depart Savage River Lodge

3:00-5:30 Car Service from Savage River Lodge to Downtown DC

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